

CONFIDENTIAL

Approved For Release 2000/08/30 : CIA-RDP81-00261R00

DD/A 77-3749

28 JUN 1977

25X1A

MEMORANDUM FOR: Director of Training

FROM : [REDACTED]  
Executive Officer, DDA

25X1A

SUBJECT : Administration [REDACTED]

25X1A

Harry:

1. (C) You have a copy of the memorandum signed by Mr. Blake establishing the administration of [REDACTED]. Specific responsibilities have been levied on the Director of Training and it is requested that these responsibilities be implemented effective 1 July 1977.

25X1A

25X1A 2. (U/AIUO) In that you are picking up areas of administration including budgetary and financial management, I shall have [REDACTED] (X5117) available to discuss with whoever you designate those areas of financial and weekly administrative reporting.

25X1A 3. (U/AIUO) I am certain the implementation of the instructions provided [REDACTED] will ensure tighter administration [REDACTED]

25X1A

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25X1A

25X1A cc: [REDACTED]

EXO/DDA: [REDACTED]:daq (28 June 1977)

Distribution:

25X1A Orig. - Adse  
1 - [REDACTED] file)  
1 - DDA Subject  
1 - DDA Chrono  
1 - RFZ Chrono

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SUBJECT: (Optional)

25X1A

FROM:

EXO/DDA  
7D24 Hqs.

EXTENSION

6535

NO.

25X1A

DATE

28 JUN 1977

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1A

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I mentioned to you that I would get a copy of the new administration [redacted] for you. I am not sure who [redacted] will designate to pick up the work that you do, but I would be deeply appreciative if you would pass on whatever secrets of the trade you have.

25X1A

As I mentioned, I do not want you to feel that we are taking this responsibility away from you for any reason other than the fact it makes sense to have OTR pick up the total responsibility with the exception of what I will do on DCI and DDCI travel.

25X1A

EXO/DDA [redacted]:daq (28 June 1977)

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1.

2.

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15.

I am sure that among Geri Dolores and whoever picks up the responsibilities in OTR, we can have the procedures established by 1 July.

If you have any questions please let me know. Unless you feel otherwise, I think it best if you return these papers to me.

25X1A

EXO/DDA [REDACTED]:daq (28 June 1977)

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